

YOUTH SERVICES POLICY

Title: Access to Computers and Certain Office Equipment by Youth Next Annual Review Date: 05/21/2010	Type: B. Classification, Sentencing and Service Functions Sub Type: 8. Youth Related Services Number: B.8.10
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References: ACA Standards 2-CO-1F-06 (Administration of Correctional Agencies), 4-JCF-6B-09 (Performance-based Standards for Juvenile Correctional Facilities); YS Policies A.5.1 "Use of Information Technology Systems" and A.5.2 "Access to and Use of Computers Assigned to Employees"	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 05/21/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding access to computers and certain office equipment by youth.

III. APPLICABILITY:

Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. POLICY:

It is the Deputy Secretary's policy to provide youth only controlled access to computers and office equipment as appropriate for participation in educational, rehabilitative, industrial and job-skills programs.

V. PROCEDURES:

Youth access to computers and related equipment must follow the conditions listed below:

- A. General supervision by appropriate staff shall be required in any area where youth are using computers, printers, scanners or copiers. Documents printed, scanned or copied by youth shall be monitored and reviewed as deemed appropriate by the Facility Director.

- B. Computers, word processors and other equipment used by youth shall not be equipped so as to provide the opportunity for access to any of Youth Services' information systems, e-mail and/or the Internet.
- C. Computers, printers and scanners used by youth in educational, rehabilitative, industrial and job-skills programs shall be capable of being secured when not in use. Hard disks, diskette drives and printers assigned to these program areas shall be closely monitored to prevent the inappropriate transfer of information, either electronically or in printed form.
- D. Computers and other office equipment used in educational, rehabilitative, industrial and job-skills programs shall not be used to draft legal documents, newsletters, publications or any documents not specifically connected to program participation.
- E. Youth may not own personal computers or any component thereof.
- F. Youth may use removable media (diskettes, CDs, etc.) excluding USB flash drives, as authorized by appropriate personnel when participating in educational, rehabilitative, industrial, or job-skills programs. These removable media shall be inventoried and accounted for at the end of each work day.
- G. In addition to the safeguards outlined in Section 5.A. through F., the following practices and security measures shall be established for youth computer labs:
 - 1. The only software installed on computers is that needed to meet the purposes of the lab: educational; rehabilitative; industrial; or job-skills programs;
 - 2. Software licenses/agreements and hardware warranties shall be kept on file;
 - 3. Regular inventories of the youth computer lab shall be done to ensure that all computers, printers, consumable supplies and any other equipment are in good working order and accounted for, and to ensure that no unauthorized software has been installed on the computers;
 - 4. Computers shall be secured to prevent youth from installing and accessing any unauthorized software, and to prevent youth from changing any of the computer's operating system or hardware configurations and settings;

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5. Youth are not allowed to establish any passwords on the computers without authorization and a list of all passwords shall be kept on file; and
 6. Outside agencies that establish and operate computer labs at Youth Services' facilities shall ensure all new hardware and software are reviewed and approved by appropriate personnel at the facility before installation, and that the outside agencies comply with the above practices and security measures.
- H. The Director shall establish a procedure for review and approval of requests for computers and other office equipment needed in program areas.
- I. Facility procedures shall provide for periodic, detailed inspection of all computers and office equipment to review contents of hard drives, diskettes, etc., and to scan for viruses.
- J. Each facility shall maintain a comprehensive inventory of computers (both desktop and laptop) and office equipment used by youth. The inventory shall include, at a minimum, location, type of equipment, serial and property control numbers, program or purpose, security features and software.
- K. Computers or peripherals shall not be removed from the grounds of the facility for any purpose, including repairs, without the written authorization of the Facility Director.

Previous Regulation/Policy Number: B.8.10

Previous Effective Date: 05/02/08

Attachments/References: